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ANNUAL SUMMARY OF RECORDS HOLDINGS

(See Instructions on reverse before completing form)

Reporting Period (*From-To*)

July 1, 1967 - June 30, 1968

To:

General Services Administration
National Archives and Records Center
Office of Records Management
Washington, D.C. 20408

From: (*Department or Agency*)

Central Intelligence Agency
Washington, D.C. 20505

Volume of Records (*Cubic Feet*)	DEPARTMENTAL		FIELD		Total
	Current File Rooms and Offices (*a*)	Staging, Holding and Other Storage Areas (*b*)	Current File Rooms and Offices (*c*)	Staging, Holding and other Storage Areas (*d*)	(*e*)
1. On Hand—Beginning of Period	216,855				216,855
2. Transferred to Fed. Records Centers or National Archives	0				0
3. Destroyed	41,747				41,747
4. On Hand—End of Period	221,453				221,453
5. Magnetic Tape (*No. of reels included in total for Item 4*)					No. of Reels 22,213

Remarks: (*Include comments on significant increases or decreases in holdings, any plans for records cleanout campaigns, or any other significant records disposition matters*).

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Date Prepared	Title	Signature
26 August 1968	CIA Records Administration Officer	[redacted]

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Standard Form 136
Revised 1968
Prescribed By GSA
FPMR 101-11.102.7

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INSTRUCTIONS FOR STANDARD FORM 136

GENERAL

This report is required by GSA Regulations FPMR 101–11.102.7. The reporting period may cover a calendar year or a fiscal year.

Submit the report to the National Archives and Records Service, GSA, no later than August 1 of each year.

Records to be included in the total volume of records should comprise:

1. All the records of the reporting agency;
2. Records held at agency sites for GAO audit; and
3. Official Personnel Folders (records of the Civil Service Commission) in the custody of the reporting agency.

No volume should be included for Agency Records Centers operated by the reporting agency, in accordance with GSA Regulations FPMR 101–11.412.4. These data should be submitted as separate reports on Standard Form 137, Agency Records Center Annual Report.

DEFINITIONS

"Departmental" means the headquarters office of the reporting agency, as contrasted to its field offices, but excludes Agency Records Centers.

"Field" means the reporting agency's offices other than the headquarters office and Agency Records Centers.

"Staging, Holding, and Other Storage Areas" means areas at departmental or field locations formally designated for staging and holding purposes, as well as all other storage areas except current file rooms and offices, Agency Records Centers, and Federal Records Centers.

The term "magnetic tape" includes all tapes on which data are recorded as part of any automated data processing or information retrieval systems. Audio recordings of music, speeches and the like are not included.

EQUIVALENTS

For the purpose of this report, volume may be calculated according to the following table of cubic foot equivalents:

Filing Cabinets—Per Drawer:
Letter—1½
Legal —2

Filing Cases—Per 12" Drawer:
3 x 5—1/10
4 x 6—1/6
8 x 5—1/4

Shelf Files—Per Linear Foot:
Letter—4/5
Legal —1

Tabulating Cards:
1 cubic foot per 10,000.

Outsized Equipment:
Inside cubic measurement.

Magnetic Tape:
1 cubic foot per 7 reels.

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